## **CLAIMS**

What is claimed is:

1. An e-mail facsimile machine connected to an e-mail server to send and to receive a scanned document using an e-mail, comprising:

a mail sending unit to convert the scanned document image to an e-mail format and to send the scanned document using the e-mail to the e-mail server;

a post-processing operation adding unit to add a post-processing operation to the email to be sent;

a mail receiving unit to receive an e-mail from the e-mail server; and

a post-processing operation implementing unit to check whether there is a postprocessing operation designated in the received e-mail and to implement the postprocessing operation as designated.

- 2. The e-mail facsimile machine as claimed in claim 1, wherein the post-processing operation adding unit uses a non-standard header to add the post-processing operation to the e-mail to be sent.
- 3. The e-mail facsimile machine as claimed in claim 2, wherein the post-processing operation implementing unit checks whether there is a post-processing operation designated in the non-standard header of the received e-mail.
- 4. The e-mail facsimile machine as claimed in claim 3, wherein the post-processing operation is to delete the received e-mail located at the e-mail server.
- 5. The e-mail facsimile machine as claimed in claim 3, wherein the post-processing operation is to forward the received e-mail to another e-mail address.
- 6. An e-mail facsimile post-processing method to add a post-processing operation to an e-mail to be sent using an e-mail facsimile machine connected to an e-mail server, comprising:

selecting an e-mail sending menu and inputting address information of the e-mail to be sent;

selecting a post-processing operation of the e-mail to be sent; inputting information needed for the selected post-processing operation; and sending the e-mail to the e-mail server.

7. The e-mail facsimile post-processing method as claimed in claim 6, wherein the post-processing operation information inputted is recorded on a non-standard header of the e-mail to be sent.

8. An e-mail facsimile post-processing method using an e-mail facsimile machine connected to an e-mail server, comprising:

receiving an e-mail from the e-mail server;

checking whether there is a post-processing operation designated in the received email via an e-mail facsimile machine connected to the e-mail server;

memorizing the post-processing operation; printing out contents of the e-mail; and implementing the memorized post-processing operation.

- 9. The e-mail facsimile post-processing method as claimed in claim 8, wherein the post-processing operation checking operation checks a non-standard header of the received e-mail.
- 10. The e-mail facsimile post-processing method as claimed in claim 8, wherein a sender is allowed to perform the post-processing operation to the e-mail after the e-mail has been received and stored by the e-mail server of a receiver.
- 11. The e-mail facsimile machine as claimed in claim 1, wherein the post-processing operation adding unit allows a sender to perform a post-processing operation to the e-mail after the e-mail has been received and stored by the e-mail server of a receiver.
- 12. An e-mail facsimile machine connected to an e-mail server, comprising: a mail sending unit to scan a document to convert the document to an e-mail and to allow addition of a specific post-processing operation to the e-mail to be sent by a sender; and

a mail receiving unit that receives e-mails received by the e-mail server to print out the contents of the e-mail and perform the post-processing operation.

13. The e-mail facsimile machine as claimed in claim 12, wherein the mail sending unit further comprises:

a post-processing operation adding portion to add the specific post-processing operation to the e-mail to be sent by the sender; and

a scanning portion to read a document to be sent and to create an image data.

14. The e-mail facsimile machine as claimed in claim 13, wherein the mail sending unit prepares the e-mail using the image data created, and e-mail addresses input by the sender.

- 15. The e-mail facsimile machine as claimed in claim 13, wherein the post-processing operation adding portion adds the post-processing operation by recording a command to implement the specific post-processing operation on a non-standard header of an e-mail header.
- 16. The e-mail facsimile machine as claimed in claim 12, wherein an input portion is attached to the display unit to allow a user to enter information.
- 17. The e-mail facsimile machine as claimed in claim 12, wherein the mail receiving unit further comprises:

a post-processing operation implementing portion to determine whether the postprocessing operation is recorded on a non-standard header of a received e-mail; and a printing portion to print out contents of the e-mail received via the e-mail receiving unit.

- 18. The e-mail facsimile machine as claimed in claim 17, wherein upon determining that the post-processing operation is recorded, the post-processing operation implementing portion processes the e-mail stored in the e-mail server according to the content of the e-mail.
- 19. A method of post-processing an e-mail facsimile, comprising: selecting a post-processing operation of an e-mail to be sent; recording a command in response to the selection of the post-processing operation on a non-standard header of the e-mail;

scanning a document;

incorporating the command, the scanned document, and the non-standard header; sending the e-mail to an e-mail server;

setting a post-processing flag and storing the post-processing information via a post processing operation implementing unit; and

implementing the post-processing operation by checking the post-processing flag.

20. A method of post-processing an e-mail facsimile, comprising: determining whether a post processing operation exists in a received e-mail by checking a non-standard header of an e-mail;

setting a post-processing flag and storing the post-processing information; and implementing the post-processing operation by checking the post-processing flag.

- 21. A mail receiving unit in an e-mail facsimile machine, comprising: a post-processing operation implementing portion to determine whether a post processing operation is recorded on a non-standard header of a received e-mail; and a printing portion to print out contents of the e-mail received.
- 22. A mail sending unit in an e-mail facsimile machine, comprising: a post-processing operation adding portion to add the specific post-processing operation to an e-mail to be sent; and a scanning portion to read a document to be sent and to create an image data.